



Centennial Park

APPLICATION AND RENTAL AGREEMENT

EVENT DATE: _____

RENTAL FEE: _____

1. APPLICATION INFORMATION (Please print or type)

Name or Organization: _____

Address: _____

City/State: _____ Zip: _____ Phone: _____

2. EVENT INFORMATION

Nature of Use: _____

Area(s) applied for: ☐ FIRE PIT ☐ PARLOR ROOM

☐ OTHER _____

Notes:

Estimated Attendance: _____

Maximum seating capacity is: _____

3. RENTAL HOURS

Time of Use: _____ AM PM to: _____ AM PM (no later than 11 p.m.)

STARTING TIME ENDING TIME

Applicants arrival time for set-up and decorating: _____ AM PM

EVENT CONCLUSION: All caterers, bands, d.j.'s, etc. must be off the premises _____ (1) _____ after completion of rental unless previously arranged and stated in the Rental Agreement. The renter shall be charged in hourly increments of \$100 for any unauthorized use or over-staying.

4. RENTAL FEES

Application Fee \$ _____ Due upon application _____

Balance of Rental Fee \$ _____ Due two weeks prior to event: _____

TOTAL FEE \$ _____ All fees are non-refundable.

5. CATERING

Does applicant intend to serve food at this event? ☐ NO ☐ YES, catered ☐ YES, carry-in/drop-off

- a) All caterers must be approved by the City of Edina Health Department.
- b) Caterers must sign a facility use agreement and will be assessed a kitchen use fee for the use of the kitchen facilities.
- c) Applicant may not use the kitchen facilities. Only licensed caterers that have signed a facility use agreement and paid a kitchen use fee may use kitchen facilities.
- d) Non-catered events that serve food must purchase the food ready to eat, from a licensed restaurant or catering establishment.

6. ALCOHOLIC BEVERAGES

Does applicant intend to serve and/or consume beer and/or wine? ☐ NO

- a) Applicant is responsible for contacting and contracting with the Park's designated beverage service: _____
- b) NO alcoholic beverages may be brought into the Park accept those purchased and dispensed by the Park's designated beverage service.
- c) Serving of alcoholic beverages must cease (30) thirty minutes prior to the ending time.
- d) Cash bars are prohibited.

7. UNDERSTANDING

- a) Applicant understands that the City may deny the agreement without cause or concern.
- b) This application is void if not returned with payment by the application due date, or if the balance of the rental fee is not received by the date stated.
- c) By signing below, I affirm that I have read and understand this Agreement and all of the Rental Rules and Regulations printed on the back of this form, and fully comply with the terms and conditions of this agreement.

FOR THE CITY OF EDINA

FOR THE APPLICANT

TITLE

DATE

DATE

FOR OFFICE USE ONLY

Date received: _____ Application fee received: _____

Signed: _____

Rental Rules and Regulations

The following rules and regulations are enforced by the City of Edina and Centennial Lakes Park with respect to private rentals of the facility. Please read them carefully.

1. DEFINITION

Centennial Lakes Park rentals are for the exclusive use of the room(s) noted on the front side of the rental agreement, with shared public use of the park and buildings for non-rental purposes.

2. RENTAL FEES, CANCELLATION, AND DAMAGE DEPOSIT

All rental fees and cancellation fees are stated on the Rental Agreement and are to be paid to the **City of Edina**. All fees are non-refundable.

3. APPLICATION

An application fee must be paid at the time Applicant submits this application to the City. **ONCE THE APPLICATION IS APPROVED, THE APPLICATION FEE IS NOT REFUND.**

4. CITY RESERVES THE RIGHT TO CANCEL LICENSE AGREEMENT

The City reserves the right to cancel the Agreement up to 48 hours prior to the Date of Use, or at any time when a state of emergency is declared by the City or unsafe environmental conditions exist in the jurisdiction of the City, or if utility services are interrupted. In such an event, Renter agrees that the City shall have no responsibility or liability for any damages or loss which Renter may suffer or incur due to such cancellation. The City will attempt to notify Renter as soon as possible if cancellation occurs. All fees paid to the City shall be refunded to the Renter if this Agreement is canceled pursuant to this paragraph.

5. USE OF FACILITY

The Renter shall abide by the following rules with respect to use of the facility:

- 1) Applicant understands and agrees that fees are non-refundable.
- 2) This application may not be assigned or transferred. Also, the Facility premises may not be sublet by Applicant.
- 3) Centennial Lakes Park is smoke free, and smoking of any kind is prohibited throughout the Park.
- 4) Disorderly conduct is prohibited and punishable by ejecting persons from the Facility. The Renter shall be solely responsible for supervising the conduct of the members of its group.
- 5) The Renter shall only use those room(s) and/or area(s) specified on this Application.
- 6) The Renter shall leave the room(s) and/or area(s) used in a clean, orderly condition including replacing items which were removed.
- 7) The Renter shall organize its activities to conclude at the time specified on the Application.
- 8) Centennial Lakes Park reserves the right to alter or change interior arrangements and locations as deemed necessary by the management as overall park programming dictates up to and including 24 hours prior to rental.
- 9) The Renter assumes full responsibility for any damage caused or unlawful activity in connection with the Renter's use of the Facility.
- 10) Activities and events sponsored by individuals, agencies, organizations, or groups shall not discriminate contrary to the laws of the State of Minnesota, and, without limitation, shall not discriminate against anyone on the basis of sex, race, creed, religion, color, national origin, age, marital status, economic status or disability.
- 11) Gambling of any nature is prohibited.
- 12) Sound levels for bands and audio equipment will be required to be controlled and maintained at a level set by the Park Management. All music will cease 30 minutes prior to rental ending time.
- 13) No confetti, streamers, birdseed, rice, etc. allowed inside or outside of park area.
- 14) Any mounted decorations must be approved by Centennial Lakes Park staff.
- 15) All guest parking must be in the parking ramps located at the north and south of the Centrum Building.
- 16) Candle use of any kind is prohibited.

6. WINE AND BEER

No liquor, wine or beer shall be sold or otherwise exchanged for compensation in connection with the use of the Facility. Wine and beer may be served and consumed within the Facility under the following conditions:

- 1) Wine and beer must be served and consumed only within the areas of the Park designated by the City for such service and consumption.
- 2) Consumption of wine and beer must cease at the conclusion of the activity or event. Service of wine and beer must cease at least 30 minutes before consumption must cease.
- 3) Renter shall use Centennial Lakes Park's designated beverage service.
- 4) All beverages must remain on the premises at the conclusion of any event.

7. CATERING

- 1) All caterers must be approved by the City of Edina Health Department.
- 2) All food must be brought in **prepared and ready to serve** by an approved caterer. Centennial Lakes Park's kitchen is a staging kitchen only. Absolutely **no** cooking or re-heating of food products may be done on the premises.
- 3) All caterers must have a signed Centennial Lakes Park catering contract on file before being allowed kitchen access.
- 4) All beverage inventories, catering equipment, etc., must be removed from the Park at ending time.
- 5) All wedding cakes and bakery goods must be brought in from a licensed bakery.